



**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 15-14**

POSITION: Temporary Scanning Technician

OPENING DATE: July 30, 2015

CLOSING DATE: August 14, 2015

SALARY RANGE: CL 21 (\$22,931 - \$26,044)
(\$11.02 - \$12.52 per hour)

DUTY STATION: New Haven, CT

Introduction

The Clerk of the United States District Court for the District of Connecticut is seeking applicants for the full-time position of Scanning Technician. This position is a temporary one that will last six months, with the possibility of extension up to one year, depending on the needs of the court. The Scanning Technician scans and uploads documents using computer hardware and software designed for this purpose. Documents are saved to designated electronic system folders.

Duties include, but are not limited to, the following:

- Sort, classify, and scan appropriate documents from paper case files into the Case Management/Electronic Case File (CM/ECF) system.
- Quality-check all scanned documents to ensure each has been correctly uploaded and organized in CM/ECF.
- Provide regular feedback regarding scanning status, and direct any questions or concerns to the Operations Supervisor.
- Travel to branch offices to perform document scanning, as required.
- Perform additional general scanning, photocopying, mailing, and faxing.
- Packing and moving of files and boxes.
- Perform other duties as directed.

Job Focus and Scope:

The primary focus of the position is to contribute to the integrity of electronic case files by accurately and efficiently scanning legal documents from paper-based case files. Scanning Technicians' adhering to the confidentiality of case file information is essential. Incumbents assist in the administration of the office by occasionally providing basic clerical support which adds to the efficiency of the operation and service to the court's customers. Lifting up to thirty (30) pounds is required.

Benefits:

This position is covered by the Court Personnel System. A generous benefits package is available to full-time employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program

How to Apply:

Submit resume, with cover letter and salary history, and a completed application for judicial branch employment, Form AO 78A (available at <http://www.uscourts.gov/forms/AO078.pdf>) **by email only**, to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

- The Court will only communicate with those qualified applicants who are selected for an interview. Applicants selected for interviews will be tested. No phone calls please.
- Applicants must be U. S. citizens or eligible to work in the United States.
- Successful candidate for this position is subject to a full fingerprint and background records check, and a probationary period. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are EXCEPTED SERVICE APPOINTMENTS. Excepted service appointments are "at will" and can be terminated with or without cause by the court.
- All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited in for an interview. Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. The Court reserves the right to modify the conditions of this position announcement or to withdraw the announcement, which may occur without prior written notice.

The United States District Court is an Equal Opportunity Employer.